

Rodney E. Freeman Jr.

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Education

Indiana University

Master of Arts Dec 2010 Major: Library and Information Science

Indiana State University, Terre Haute, Indiana

Graduate Certificate May 2006 Major: Public Administration

Bachelor of Science May 2004 Major: Political Science/ Legal Studies Minor: Economics

Professional Experience

Indianapolis-Marion County Public Library

Jan 2010-Present

Digital Projects Coordinator Internship

- Preparing proposals and outlines for material to be digitized
- Developing spreadsheets to implement and manage metadata
- Populate and manage digital projects through Contentdm database
- Cataloging and organizing information using LSCH, Dewy and Dublin Core
- Created ways to market digital projects

Indianapolis-Marion County Public Library

June 2009-Present

Library Assistant II

- Checking in and checking out materials.
- Assisting patrons with directional and informational questions, referring to reference librarians as needed.
- Assist patrons in locating resources in the library.
- Issue library cards to patrons and library customers.
- Troubleshoot patron problems with fines, missing books, etc.

IUPUI Ruth Lilly Medical Library

Feb 2009-May 2009

Circulation/ Reference Assistant Student Worker

- Used NLM to help students search for materials
- Assisted students with online databases and ejournals
- Checked in and out materials.
- Answered the phone and assisting callers or forwarding callers to the appropriate person.
- Assisted patrons with directional and informational questions, referring to reference librarians as needed.

Kankakee Public Library

Apr 2008- Jan 2010

Youth Service/Reference Clerk

- Researched and answered reference questions
- Assisted others with use of various technology equipment and software programs (i.e. podcast, vodcast, web videos)
- Coordinated and developed Summer Reading/ Project Next Generation programs
- Developed multiple teen programs for the youth department(i.e. Homework Help, Hot Topics)
- Organized and catalog fiction and non-fiction books for Youth services
- Taught introduction to computers PCs. and MACs, internet basics, and library databases for beginners

Kankakee Regional Department of Education

Nov 2007- Jan 2009

Substitute Teacher

- Meeting and instructing assigned classes
- Maintaining a classroom environment conducive to effective learning
- Development and distribution of marketing communications, and design of mailings as needed
- Assisting in upholding and enforcing school rules, administrative, regulations, and School Board Policies

Kelly Services- United Technologies Corporation/Carrier

Feb 2007- Oct 2007

Marketing Coordinator

- Resolving claim concerns with sales manager and dealers on variety of issues including Factory and Regional Promotions.
- Partnering with finance department for issuing monthly reports, dealer credits and billings
- Development and distribution of marketing communications, and design of mailings as needed
- Conducting and facilitating regional training on various sales topic and management of event and meeting planning for regional activities and events
- General advertising duties; general design, agency review, billing, and problem resolution.

Indian Oaks Academy

Aug 2006- Feb 2007

Case Manager

- Developed and implemented treatment plans
- Facilitated case conferences and client-oriented team meetings with DCFS
- Conducted case load meetings between clients and families
- Implemented safety and health procedures; behavior incident and assessment documentation
- Engaged in appropriate physical therapeutic interventions when needed; planning activities; transporting residents

Indiana State University-African-American Cultural Center

Aug 2003- May 2006

Program Coordinator/ Graduate Assistant

- Created and organized advertising campaigns for numerous programs; i.e. newsletters, brochures, and flyers.
- Developed operating and program budgets
- Conducted diversity, educational, and cultural programs for Indiana State University
- Supervised and managed student workers and volunteers per semester.
- Administered the daily operation and maintenance of the office facility and library

Skills/ Other Experience

- Indiana's Librarians Leading In Diversity recipient
- Study Abroad/ Vienna, Austria/ Studied with United Nations, European Union, Amnesty International, and OPEC
Sep 2002- Dec 2002
- Microsoft Word, XP, MS Office, Windows, Power Point, Access, Excel, Publisher, SPSS, CSS, HTML, XHTML, Contentdm, JavaScript, AJAX, PHP, Banner
- Languages: Novice Spanish, German, Japanese